



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>MP-09-0257-TC</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Nursing Assistant (1413A) GS-621-5 \$32,353 to \$42,060 per annum (Based on full-time employment)</b>	3. <u>Tour of Duty</u>  <b>Varied M-F</b>	4. <u>Duty Station</u>  <b>Inpatient &amp; Emergency Care Division, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 14 Full-time positions</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>07/01/09</b>	8. <u>Closing Date</u>  <b>07/22/09</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

Performs a variety of personnel care or nursing care activities, which do not require practical or vocational nursing licensure, or professional nurse education. Performs work assisting other medical personnel in the diagnosis or treatment of patient illnesses or medical conditions. Assists doctors and nurses in the performance of diagnostic examinations by performing duties such as monitoring vital signs, preparing and positioning the patient, or by performing a variety of routine diagnostic tests. Assists the physician in a variety of diagnostic examinations such as lumbar puncture, minor surgical procedures, pap smears, bone marrow and insertion of test tubes by positioning and draping patient and setting out and passing instruments. Reports observations of the condition of acute or chronic phase patients such as excessive vomiting, bleeding, type and amount drainage, skin integrity, patency of airway, etc. Assists physicians and nurses in the care of the ill receiving medical, surgical, and psychiatric or outpatient treatment. Observes and reports to the professional nurse changes in patient behavior, attitude, bodily complaints, and appearance, experiencing extremes of behavior, including drug or alcohol abuse. Recognizes emergency situations and intervenes while awaiting assistance. Provides nursing treatment for acutely ill patients whose needs require advance skill such as suturing wounds, insertion of chest tubes, placing patient on cardiac monitor, taking EKG's, performing upper airway suctioning. Enters specific information onto the patients' records or charts. Follows designated charting technique to post to patients' charts that provides a daily outline or summary of the patients' care. Performs a wide variety of duties aimed at increasing the comfort and spirit of the patient. Identifies and reports data relative to more complex patient situations including subtle changes in patients' behavior or condition, or variances related to neurological signs, vital signs and other parameters. Teaches patients and family members the necessity to continue the procedure for proper health care.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 Nursing Assistant series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-4.

**Substitution of Education for Experience:** 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Ability to perform procedures commonly performed by Nursing Assistants such as catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching.
2. Knowledge of equipment terminology.
3. Knowledge of drug terminology.

(Continued on next page)

4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

#### **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A drug test may be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

#### **HOW TO APPLY:**

##### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 07/29/09)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 07/29/09)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

**All application packets must be received in Human Resources by Close of Business (COB) on 07/22/09 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website. <http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS  
**Attn: MP-09-0257-TC**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

#### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

#### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**